



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF STATE PROCUREMENT**  
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**MEMORANDUM**

**To:** Arkansas Vendors  
**From:** Joseph A. Giddis, Director  
**Date:** December 12, 2005  
**Subject:** Electronic Bid Notification--Reminder

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The Office of State Procurement web site at [http://www.arkansas.gov/dfa/procurement/pro\\_index.html](http://www.arkansas.gov/dfa/procurement/pro_index.html) is our primary means of posting information and providing vendors' access to bid documents. Effective July 1, 2003 we no longer mail hard-copy of bid documents via the United States Postal Service. If your business does not have an email address on file with the Office of State Procurement please provide one as soon as possible through the OSP web site, vendor registration process.

Vendors are notified of pending bids via email based on each vendor's registration information, commodity selection(s) and email address. Vendors must register through the vendor registration screens to receive notification of pending bids and for payment for commodities or services delivered to State agencies. If you have already registered you may check your information, including your email address, through the vendor "tools" in the registration screens.

We will not mail or fax copies of bid documents to vendors. If you do not have access to the world-wide web we have installed a "vendor" terminal in the reception area of the Office of State Procurement, located at the address above. We have assistance available during normal business hours, Monday through Friday, 8 AM to 430PM, to assist vendors. Vendors may also access the OSP web site from any terminal in any library using the address above.

Quote bids for commodities over \$5,000 up to and including \$25,000 and all printing quote bids may be sent electronically provided vendors have an email address on file with OSP. We will continue to fax these documents; however we strongly encourage vendors to provide an email address. As a reminder, quote bids are not posted on the OSP web site. Vendors may come by the OSP and request a copy of the solicitation documents from the receptionist.